



**HUMAN RESOURCES OFFICE
TECHNICIAN / AGR ADMINISTRATIVE INSTRUCTION**

Number: 10-12

10 March 2010

TECHNICIAN PERFORMANCE APPRAISAL PROGRAM - INTERIM REVIEW

EXPIRES 30 JUNE 2010

1. Rating officials and technicians should hold discussions midway into report periods to review progress toward achieving critical elements. This is the time to make necessary revisions and consider developmental needs for improved performance.
2. Technicians are encouraged to provide self-assessments using the Performance Appraisal Application (PAA) for each critical element covering their performance and offer contributions to the organization for the current appraisal period. Technician self-assessments should describe accomplishments relative to performance expectations including critical elements; organizational mission and goals; and team goals. Input will assist rating officials in evaluating technician performance results. Although voluntary, it is recommended that technicians complete the self-assessment narrative. Their perspectives will better inform raters of performance and contribution, possibly impacting the recommended rating. Interim review self-assessments will be input through the PAA from 11-31 March 2010.
3. Supervisors will provide narrative assessments using the PAA to address each critical element describing technician accomplishments and organizational contributions relative to their performance expectations including an assessment of each critical element. A formal interim review will acknowledge achievements, suggest areas for improvement, and provide meaningful dialogue. Developmental suggestions may also be provided. Supervisors will input their assessments through the PAA beginning 1 April 2010. The interim review will be in place and communicated to technicians within 15 calendar days.
4. Questions may be directed to MSgt April Mosher at CAGNET 6-3454, DSN 466-3454, commercial (916) 854-3454, or email at april.mosher@us.army.mil.

DAVID B. NICKELS
COL, GS, CA ARNG
J1, Director of Manpower and Personnel

DISTRIBUTION:

Air: TA

Army: TA